



State of Connecticut
Department of Social Services
3580 Main Street λ Hartford, Connecticut 06120

Posting Date: November 3, 2006

Closing Date: November 20, 2006

**NORTHERN REGION
ANTICIPATED VACANCIES NOTICE**

ELIGIBILITY SERVICES WORKER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING TO FILL ELIGIBILITY SERVICES WORKER POSITION(S) LOCATED IN OUR NORTHERN REGION. (These positions may be under-filled at the Social Services Trainee or Connecticut Careers Trainee level).

OPEN TO: The Public

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGES: Social Services Trainee: \$35,550.00 - \$45,352.00 (SH 14)
Connecticut Careers Trainee: \$37,253.00 - \$47,391.00 (SH 15)
Eligibility Services Worker: \$45,197.00 - \$56,671.00 (SH 19)

LOCATIONS: 3580 Main Street 699 East Middle Turnpike
Hartford, CT 06120 Manchester, CT 06040
270 Lafayette Street 676 Main Street
New Britain, CT 06053 Willimantic, CT 06223

DUTIES AND RESPONSIBILITIES: Interviews individuals to obtain information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility re-determination services to ensure correct client benefits; acts as liaison with local, State and Federal agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in the Fair Hearings process.

EXPERIENCE AND TRAINING:

ELIGIBILITY SERVICES WORKER

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination.

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for the General Experience.
- 2) Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.
- 3) Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.

SOCIAL SERVICES TRAINEE

General Experience: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

CONNECTICUT CAREERS TRAINEE

Possession of a Bachelor's or Master's Degree. For some jobs a degree in a field related to the specific job area for which the applicant is seeking to be considered may be required.

ELIGIBILITY REQUIREMENT:

Candidates applying for consideration at the Eligibility Services Worker job classification level must meet the minimum Experience and Training requirements specified above for this job classification and must have taken and passed the Eligibility Services Worker examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Eligibility Services Worker or those who have previously attained permanent status in the Eligibility Services Worker job classification may apply for lateral transfer. Candidates applying for consideration at the Social Services Trainee job classification level or at the Connecticut Careers Trainee job classification level must meet the minimum Experience and Training requirements specified above for that particular job classification.

Note: These positions will be filled by candidates who are eligible for appointment as an Eligibility Services Worker, Social Services Trainee or Connecticut Careers Trainee, or the positions may be filled by mandatory candidates from existing Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should forward a COMPLETED, ORIGINAL State Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services Website at www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS, to:

**Ms. Delores Atwater, Human Resources Assistant
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768**

APPLICATIONS MUST BE RECEIVED BY NOVEMBER 20, 2006 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer